



## Bulletin Board

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## Fun Fact!

**In 2014, Human Resources processed 29,787 applications for 644 openings.**

*Source: HR Talent Acquisition Department*

# FlashFit MOV Challenge

Students vs. Faculty/Staff

## AND THE WINNERS ARE...

The results of the 90-day FlashFit MOVChallenge are in and the Faculty/Staff team came out on top with an average of 4.36 miles per day per participant. The student team finished with an impressive 3.47 miles per day per student.

The Division of Human Resources and the Department of Recreational Services collaborated to launch the FlashFit MOVChallenge on February 1. This 90-day fitness competition pitted students against faculty/staff. Participants used a MOVband (a wrist-worn monitor) to track their daily activity and movement and electronically synchronize their MOVband data on the challenge website. Participants in each group who met the progressively challenging goals were eligible for prize drawings at the 30, 60 and 90-day marks. The movement goals were 90 miles at 30 days, 240 miles at the 60-day mark, and 450 miles by the end of the 90-day period.

“More than 250 employees and 150 students joined the challenge,” says **Laura Kenney**, coordinator, university benefits.



*continued on page 11*

## THE PRESIDENT'S EXCELLENCE AWARD

### 2014 President's Excellence Award Recipients

This past March, Kent State University President **Beverly Warren** and Interim Vice President for Human Resources, **Joseph S. Vitale, Jr.**, showed up as “unannounced guests” to the work locations of some very deserving employees. What President Warren had in store for them was the delightful news that they were being honored as recipients of the 2014 President's Excellence Award and personally presented each of the winners with a check for \$1,000.

The President's Excellence Award was implemented in 2009 and is a collaborative effort supported by the Division of Human Resources to recognize Kent State staff members who have demonstrated exceptional performance in advancing one of the strategic goals of the university during the previous fiscal year. For the 2014 nomination period, there were **156** nominations from employees' supervisors, peers and colleagues throughout Kent State's eight campuses.

A nominee must demonstrate exceptional performance in advancing one of the following criteria that are aligned with the university's strategic goals. This includes actions, initiatives or projects related to the following:

1. Ensure a **“Students First”** focus.
2. Enhance the distinction of Kent State University as **“One University.”**
3. Increase the university's **global competitiveness**.
4. Demonstrate the **spirit of collaboration** to leverage Kent State's global reach for local impact.
5. Build **commitment and loyalty** to Kent State among constituents.
6. Support a **commitment to diversity** as an institutional asset.

Display a **commitment to operational efficiency** to enhance and expand it for the next generation of academically motivated students.

On behalf of the Division of Human Resources, we would like to extend our congratulations to the following **2014 President's Excellence Award** winners!

**Barbara Boltz**

Project Director for Enrollment Data and Systems Support



**Terri Harmon**

Administrative Secretary



**Meghan Cisar**

Assistant Director of Student Success Programs



**Scott Manzo**

Building Maintenance Supervisor





## THE PRESIDENT'S EXCELLENCE AWARD (Continued)

**Scott McKinney**

Director, Stewardship and Fund Administration



**Cassandra Pegg-Kirby**

Assistant Director, Women's Center



**April Miller**

Delivery Worker



**Joseph Walker**

Carpenter



Additional photographs of the employees receiving their award may also be viewed on the [Office of the President's website](#) along with testimonials taken from nominating individuals.

## INSTITUTE FOR EXCELLENCE Among Universities Best

For the second year in a row, **Kent State University's Institute for Excellence (I4E)** has been recognized by *Leadership Excellence* as one of the top 15 leadership development programs in higher education in the United States.

For the past 30 years, *Leadership Excellence*, now a part of HR.com, has identified and recognized the top 500 leadership organizations and their strategies and solutions in their yearly ranking. "The Institute for Excellence, which is designed and delivered by the Division of Human Resources, exists to help faculty and staff elevate his or her capacity to lead effectively and advance the work of the university," says **Bob Hall**, director, learning and organizational development.

The I4E is currently in its fifth year of existence with the 2015 class and now has more than 130 I4E alumni that remain active in the program. For more information on the Institute for Excellence at Kent State, visit our website at <http://www.kent.edu/hr/training/institute-excellence-0>.



## SERVING THOSE WHO HAVE SERVED US

On Wed., April 28, 2015, from 9 a.m. to 2 p.m., the Division of Human Resources hosted a Veteran's Job Fair at the Kent Student Center located in



**VETERANS' JOB FAIR**  
**APRIL 28, 2015**  
 Kent Student Center  
 10 a.m. – 2 p.m., Room 306



Risman Plaza. "The Division of Human Resources partnered with Career Services and the Center for Adult and Veteran Services to bring a unique job fair experience for our armed force veterans. Working as integral collaborators with Kent State, were OhioMeans Jobs Portage County and the U. S. Department of Veterans Affairs," stated **Geraldine Nelson, PhD**, executive director, employee engagement and outreach.

The *Serving Those Who Have Served Us* job fair was targeted to help and support Ohio's veterans, particularly unemployed and underemployed veterans of Portage and Summit counties. "This job fair had three areas of emphasis, all aimed at creating an empowering experience for our veterans. First, we sought to create unique opportunities for veterans to speak with employers that have specific job openings and a willingness to consider veterans for hire. Secondly, we aimed to provide targeted services for our attending veterans to assist them in getting connected with services and programs that they may be eligible for through the Veterans Administration. Lastly, the fair included targeted presentations regarding the "nuts and bolts" of job searching, interviewing, resume building, networking, building a LinkedIn profile, and how to maximize GI benefits," says **Donna Sansonetti**, director, compensation and talent acquisition." This event included approximately **30** employers that shared in our mutual goals. In addition, there were approximately **60** veterans from Kent State University and the community in attendance.

"The Division of Human Resources hopes to make this an annual event and extends a thank you to all of our fellow collaborating departments, organizations, and employers," says **Loretta Shields**, executive director, benefits and compliance.



## THE NEW FACE OF TITLE IX

### I Mustache You: "How can I go from shoulda helped to did help?"

The Office of Equal Opportunity and Affirmative Action (EOAA) has expanded outreach and training efforts in its campaign to educate and inform faculty, staff and students regarding prevention and reporting avenues for sexual misconduct and harassment.

The award winning "Raise a Red Flag" campaign was incorporated in 2012 to help raise awareness of Title IX of the federal Education Amendments of 1972. Title IX prohibits discrimination based on a person's gender in educational programs or activities. Title IX, as well as university policy, prohibits sexual harassment, including sexual misconduct.

### **I MUSTACHE YOU A QUESTION:**

**WHO CAN PREVENT  
SEXUAL ASSAULT AND HARASSMENT?**

**WE ALL HAVE A ROLE**





## THE NEW FACE OF TITLE IX (Continued)

### ***I MUSTACHE YOU A QUESTION:***

**WHO CAN PREVENT  
SEXUAL ASSAULT AND HARASSMENT?**

**WE ALL HAVE A ROLE**

RAISE  
AWARENESS  
FLASH

Campus  
Mascot  
Flash



The current campaign features prominent members of the university community to emphasize that we all play a role in prevention. The goal of the campaign is to ensure that all individuals; whether it be faculty, staff or students understand that role. Simply stated, the campaign focuses on the 3 R's... *Respond, Refer, and Report.*

Several methods have been incorporated to reach out to faculty, staff, and students. These include: postings on PARTA buses, table tents in the student center eating areas, visual slides on electronic billboards across all Kent State campuses, post card mailings to faculty and staff, posters provided to building curators, Kent Stater ads, e-Inside articles, increased training and more.

Should you have any questions or are in need of resources for your department, please contact the **Office of Affirmative Action and Compliance** at 330-672-2038.



## 18TH ANNUAL OFFICE SUPPORT STAFF LUNCHEON

The **18th annual Office Support Staff Recognition Luncheon** was held on Wednesday, April 29, from 11:30 a.m. to 1:30 p.m. in the Kent Student Center Ballroom with more than 400 registered guests.

The theme for the event was **"Welcome to Mardi Gras!"** "The Division of Human Resources sponsors the Office Support Staff Recognition program each year to recognize the support staff within its departments, divisions and campuses", says **Kimberly Hauge**, manager, human resources communication and committee chair. The planning committee consisted of 21 university-wide office support employees from various departments and campuses.

Kent State University students provided the entertainment for the event. However, guests were first welcomed by the jazzy sounds of pianist and staff member, **Elaine Robinson**, as they entered the ballroom. **Marlo Nighman** served as the Mistress of Ceremony. Interim Vice President for Human Resources, **Joseph Vitale, Jr.** welcomed the guests and introduced **President Beverly Warren**, who set the tone as she thanked the staff for their daily contributions towards student success by being on the front lines for students, parents, faculty, and fellow staff members. Warren also encouraged the staff to sit back, relax, and enjoy the Mardi Gras spirit in the room as well as the company of their peers in a day planned just for them!

After guests enjoyed their lunch, the good times continued to roll as the Kent State University Jazz Combo entertained. The Jazz Combo is under the direction of **Bobby Selvaggio**, director of jazz studies.

The event concluded with the distribution of 100 door prizes graciously donated by various Kent State employees, departments, divisions, and colleges. A complete list of prizes and winners are listed on the website at Human Resources webpage at <http://www.kent.edu/hr/recognition-programs>.



## KSU FOR YOU Contributes to Building One University

During the months of March and April, representatives from Human Resources, Office of General Counsel, Enrollment Management and Student Affairs, Information Services, Diversity, Equity, and Inclusion, Academic Affairs, and Institutional Advancement held KSU for You visits at all Kent State regional campus locations.

KSU for You grew from the former outreach programs started by the Division of Human Resources several years ago. “Having established HR Listening Posts over a decade ago, continuing the program as HR Knowledge Share and now broadening the programmatic scope by including representatives from peer institutional divisions as KSU for You is exciting,” said **Joseph Vitale, Jr.**, Interim Vice President for Human Resources.

Each KSU for You visit included a variety of presentations, training, meet and greets, and informational tables along with members of leadership from various Kent State University divisions. After the campus visits concluded, attendees were sent an electronic survey to measure the overall success of the program as well as receive feedback for future programming. **Ninety-one percent** of attendees rated the KSU for You program **good to excellent**. One attendee indicated that their favorite part of the day was, “the financial wellness workshop.” Another Kent State employee wrote that they enjoyed “visiting the various tables prior to the presentations and speaking to the representatives.” Another wrote that the “presenters were very friendly and very knowledgeable in their respective areas and seemed happy to share it.”

The KSU for You committee looks forward to conducting these visits each spring. The feedback provided for topics will be very useful to the committee as they look to bring more meaningful topics, information, and resources to each one of the campuses.

“On behalf of the Division of Human Resources and all members of the KSU for You Committee, we thank those who attended and look forward to seeing you again,” says **Geraldine Nelson, PhD**, executive director, employee engagement and outreach. To learn more about the topics offered on the various campuses, visit the KSU for You webpage at <https://www.kent.edu/hr/ksu-you>.

Ashtabula Campus Visit



East Liverpool Campus Visit



College of Podiatric Medicine Visit



Salem Campus Visit





## KSU FOR YOU (Continued)

### Stark Campus Visit



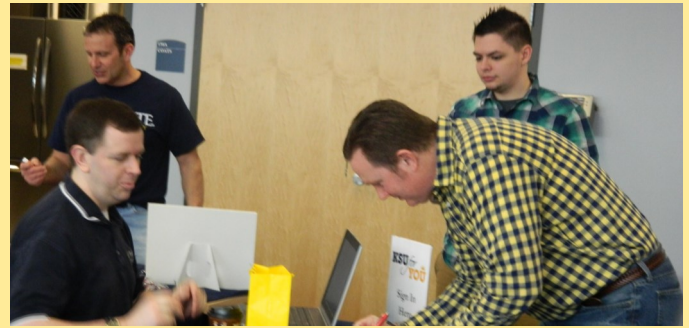
### Tuscarawas Campus Visit



### Trumbull Campus Visit



### Twinsburg Campus Visit



## Congratulations and Farewell

Although we are sad to see our leader, **Joseph S. Vitale, Jr.**, leave our human resources family, we are excited for him as he begins a new chapter in his distinguished career.

“Joe” as we have come to know him, joined Kent State University Human Resources in 2005. He has held the positions of Talent Acquisition Manager, Director of Compensation and Talent Acquisition, and Interim Vice President for the Division of Human Resources. As interim vice president, Vitale provided leadership for University Benefits, Communications, Compensation, Employee/Labor Relations, Equal Opportunity & Affirmative Action, HR Outreach & Initiatives, Records, Talent Acquisition, Human Capital and Training & Development.

Under his leadership, Kent State transitioned to an online employment application system for university faculty and staff. The system enabled the university to process more than 35,000 applications, resumes, and curriculum vitae annually. In addition, he helped lead an initiative to standardize Kent State's hiring process through “SAFE Hiring,” a process that ensures and maximizes middle management knowledge of employment practices and policies and encourages proper screening and vetting of candidates.

In 2013, Vitale helped establish the Higher Education Recruitment Enterprise (HERC) group, which includes 30 distinguished colleges and universities. Under his leadership, the Ohio, Western PA, and West Virginia HERC became the first HERC nationally to integrate a non-educational member through a new membership with the Cleveland Clinic.

Vitale will continue his distinguished career as Oberlin College's chief human resources officer.

On behalf of the entire division of human resources, the Kent State community, colleagues and friends, we bid Joe the warmest of wishes, congratulate him on his accomplishments, and thank him for his contributions and leadership to the division and to Kent State.



## JOBS.KENT.EDU

### New Look, New Functionality – All Live!

The Human Resources Talent Acquisition team has completed the upgrade to the People Admin online applicant tracking system (jobs.kent.edu) platform.

There are several new features for *hiring managers* as well as *applicants* applying to jobs on the new site. Besides the fresh and modern look, here are some highlights of system improvements:

#### New Features for Hiring Managers:

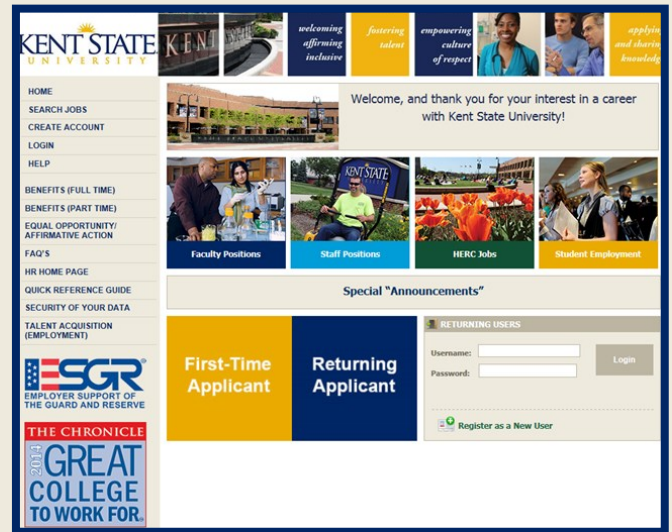
- Enhanced feature to view applicant supplemental questions (download graphs/summary of answers; ability to export results into Excel)
- Ability to view applicant materials (single applicant or all applicants)
- Migration from 3 application types (faculty, unclassified & classified) down to 2 application types (faculty or staff)

#### New Features for Applicants

- Ability to bookmark jobs to view or apply at a later date
- Option to upload a personal URL (link to portfolio, writing samples, etc.)
- Increase in storage size to 9 megabytes to accommodate larger attachments
- Option to rearrange work history
- Option to use Vitae when completing a faculty application

The talent acquisition team conducted hiring manager training in April and again in May. Applicants were also provided an opportunity to receive hands-on assistance through open labs.

If you have any questions, please contact **Mary Jane Hannahs**, manager, talent acquisition, at 330-672-8331.



## NEW EMPLOYEE PROFILE DASHBOARD RELEASED

### Employment Details

- Benefits
- Deductions History
- Direct Deposit
- Earnings History
- Employee Profile Dashboard - **NEW**
- Employee Menu
- Leave Balances
- Pay Stub
- Personal Information
- Tax Forms

Human Resources Records, in collaboration with Payroll and Information Services, has released the new Employee Profile Dashboard.

The new Employee Profile Dashboard provides employees and supervisors with a more comprehensive view of frequently sought-after information at one location rather than clicking through multiple locations in FlashLine. For example, employees can now view leave balances, job history, pay stub information and personal demographics all in one location. For supervisors and managers, a feature button called *My Team* allows managers to view a listing of their direct reports. While in the "team view," managers can see their direct reports' name, ID, job title, telephone and email information. An added feature for managers will also be the ability to view leave balances for their direct reports.

All employees access the new Employee Profile Dashboard through FlashLine, selecting the *MyHR* tab and navigating to the *Employment Details* channel. The Employee Profile has a modern look and feel with easier navigation and is accessible via mobile, tablet and desktop.

The new Employee Profile Dashboard launched on April 20, 2015. For questions on the new Employee Profile, employees may contact **Tia Laughlin**, manager, human resources records, at 330-672-8316 or **Lisa Heilman**, manager, payroll, at 330-672-8640.



## 2015 ANNUAL HEALTH SCREENINGS BEGIN

The Division of Human Resources, along with partners Be Well Solutions and University Health Services, kicked off the annual health screening program for 2015. This year's screening events began on April 21 and will continue throughout the year. Last year, more than 600 employees took advantage of the opportunity to receive this free, confidential, health screening and health risk assessment.

**Full-time, benefits-eligible employees** may register for the screenings via an online web portal supported by Be Well Solutions. This secure and confidential portal serves as a place for employees to track and monitor their health and wellness progress, and also offers numerous resources to educate participants on topics such as food, fitness, and stress management. All participants have a personal account that includes an online health risk assessment, as well as a personal health risk profile. The health risk profile encompasses results from the health risk questionnaire, as well as any past health screening information, such as cholesterol, blood pressure, and glucose levels. The secure portal allows employees to track health screening results from year to year.

The entire health screening, including fingerstick blood analysis, blood pressure, body mass index, and informative results review. In addition, employees receive a light breakfast. The entire process takes approximately 30-45 minutes to complete. As an added incentive, all participants receive a **free MOVBand** wrist-worn activity tracker. For 2015, any employee who already owns a MOVBand, will receive a **\$25 gift card** for Dick's Sporting Goods.

Additionally, participants have the opportunity to reach out to a certified health coach from Be Well Solutions to assist them with setting any health goals they desire. The health coaches will assist with identifying realistic goals and provide support and encouragement along the way. The top quartile of employees that are identified as high risk will receive a confidential invitation to work with a health coach, however, this is not required.

"Kent State offers multiple health management resources to assist employees with making meaningful health improvements over the course of the year," says **Laura Kenney**, coordinator university wellness.



## 2014 TOTAL COMPENSATION STATEMENTS ISSUED

On April 15, 2015, total compensation statements became available in FlashLine for 3,952 full-time employees who worked during 2014. This annual statement provides faculty and staff with a complete picture of the financial value of their Kent State employment.

The statements include a summary of the employee's earned income (salary, vacation and sick leave), university contributions for health benefits, tuition waiver, workers' compensation, Medicare and employee retirement plans (Ohio Public Employees Retirement System, State Teachers Retirement System or Alternative Retirement Plan).

Employees received an email from Interim Vice President **Joseph Vitale, Jr.** stating that "When it comes to compensation, we often think just of the dollars and cents we see in our paychecks. While we do not want to undervalue the importance of our salary, it is only part of the commitment the university makes to each of us. That commitment also comes in the form of health and welfare benefits, vacation benefits, tuition opportunities, and retirement benefits."

A project team of individuals from Benefits, HR Records, Academic Personnel, Payroll and Information Services collaborated to produce the 2014 statements. For the first time, all full-time employees who worked any portion of the year received a statement. Previously, only employees working the entire year received a statement. The formula for the value of health insurance was also modified to reflect specific plan elections and earnings-based employer contributions. Another improvement included an HR administrative access feature that allows the HR benefits staff to better serve employees who may have questions about their current or previous total compensation statements. For specific questions, you may contact the **benefits office** at 330-672-3107 or [benefits@kent.edu](mailto:benefits@kent.edu).

## BEYOND COMPLIANCE

### Training Opportunities Grow

We are well on our way to completing a year of the *Beyond Compliance* initiative. Beyond Compliance training provides a mix of learning opportunities that are geared toward relevant laws, university policies and violence prevention. While some fulfill annual compliance mandates, all provide a wealth of information designed to heighten awareness and offer prevention solutions.

The Division of Human Resources has set a minimum goal for **two** hours of Beyond Compliance training for all faculty and staff. Many faculty and staff are well on their way to achieving that goal. This year, there is a place on the performance appraisal to add whether or not the two-hour goal was met, although it is not a part of the rating process itself. In future years, it is recommended that the online performance log be used to assist with tracking Beyond Compliance hours along with other valuable data that the employee or supervisor would want to include in their annual performance review.

Several options for training are available, including webinars, online courses and facilitator-led sessions. In addition, the Division of Human Resources and Office of General Counsel have put together an employee law webinar consisting of several webinars that meet the goals of Beyond Compliance training. Click on the [Beyond Compliance registration site](#) for an updated list of offerings.

If you have questions regarding Beyond Compliance, please contact the **Human Resources Training and Development Office** at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).



## NEW COURSES FOR YOUR PROFESSIONAL DEVELOPMENT

Human Resources Training and Development is now offering two new courses that are critically important to those that are involved in the hiring process. These courses are a part of the supervisory skills series, but individual contributors or those that do not supervise are welcome to take advantage of these courses which are described below:

### Hire for Excellence: Interviewing

This workshop offers best practices for conducting behavioral based interviews in the workplace. Participants will review various interviewing methods and situations, develop a candidate evaluation strategy, discover methods to guide the interview, and explore Kent State University tools and resources designed to aid the interview process.

### Hire for Excellence: Selection Process

Have you ever wondered how Kent State attracts and hires new faculty and staff? Find out as you explore the university's selection process. Participants discover valuable tools to aid them in the selection process, including the Position Description Questionnaire, job descriptions and your role in the staffing process.

For questions regarding training or professional development courses, please contact the Human Resources **Training and Development Office** at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).





## FLASH FIT MOVCHALLENGE (Continued)

On May 6, a wrap-up celebration was held to recognize the team and individual winners and all those who participated. Those in attendance enjoyed a healthy lunch and fun “MOVment” activities including bubble soccer, PiYo, corn hole, ladder golf and disc golf. The “Golden Arm” trophy was presented to the **Faculty/Staff** team.

Also announced were the individual winners – student, **Anthony Torre**, with **2,058** miles during the 90-day challenge. Faculty/staff member **Nancy Miller**, logged an impressive total herself of **2,181** total miles! Anthony won an Apple iPad Air 2 tablet. Nancy received an iPad mini with retina display and a \$25 iTunes gift card.

A number of participants met the 30, 60 and 90 day goals and their names were entered into prize drawings at each milestone. The 30-day prize drawing winners were **Alexa Sandmann** (faculty/staff) and **Yaarub Alwan** (student). **Kathryn Levels** (faculty/staff) and **Myra Sikon** (student) won the 60-day prize drawing and the 90-day prizes were won by **LuAnn Coldwell** (faculty/staff) and **Melony Mohler** (student).

Congratulations to all who participated in the first annual FlashFit Faculty/Staff MOVChallenge and stay tuned for future opportunities to engage in healthy competition. To see a current list of wellness offerings, visit the Division of Human Resources OneWellU web page at <http://www.kent.edu/hr/benefits/wellness>.



**Nancy Miller**, (center) receives the award for most miles logged from **Laura Kenney**, university wellness coordinator and **Mark McLeod**, manager, university benefits



Students, faculty and staff participate in bubble soccer as part of the celebration event



Participants and guests do some health exercising



Participants and guests enjoy a healthy lunch during the celebration event at the Loop Road Recreation Field



*"Perfection is not attainable, but if we chase  
perfection we can catch excellence"*

*- Vince Lombardi -*

# KENT



Human Resources

#Blueandgold



Show your blue and gold pride each Flashy Friday. Send your individual, group, or department photo to [hrweb@kent.edu](mailto:hrweb@kent.edu) and be featured in our next issue of *HR News Flash*.



## Human Resources Leadership

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